

PRE-SUBMITTAL MEETING INFORMATION

Thank you for your interest in developing in the City of Frisco. We are privileged to serve in one of the fastest growing cities in the U.S. and be part of an organization dedicated to maintaining Frisco's reputation for an exemplary quality of life. In order to efficiently manage the high volume of applications for new development and redevelopment, applicants are encouraged to confer with the City's development review team to discuss proposals prior to making a formal submittal.

The purpose of the pre-submittal meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that applications will contain the required information.

Pre-submittal meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to obtain an understanding of the next steps of the process, be made aware of any major issues, and understand which ordinances apply. This is not a review meeting but an advisory one.

The initial pre-submittal meeting is one hour; however, staff is available for follow-up. Staff members representing the following departments will be present at the meeting:

- Development Services (Planning & Landscape Architecture)
- Engineering Services (Civil and Transportation)
- Environmental Services (Solid Waste Collection)
- Fire Department
- Parks & Recreation

Experience has shown that many applicants have questions about the City's Building and Fire Codes. While representatives from the Fire Department can answer general Fire Code questions, separate meetings will need to be scheduled with the Fire Department and Building Inspection Division personnel to discuss detailed fire and building code topics.

HOW TO SCHEDULE A MEETING

Pre-submittal meetings are held on the 2nd and 4th Wednesdays of the month beginning at 9:00 am. To make an appointment, please contact Amy Mathews, Planning Manager, at 972-292-5350 or via email at amathews@friscotexas.gov.

Due to the number of development inquires that we receive, available time slots fill quickly, and we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of two weeks in advance, though slots are often filled up to a month in advance.

A PDF copy of the proposed plan **MUST** be emailed to Development Services by Noon, on the Thursday prior to the meeting. Staff will not have time to review the exhibit in detail, but it will help us to become familiar with your proposal prior to the meeting. The pdf needs to be to scale and a cursory review will be performed, touching on the large items/questions.

WHAT YOU CAN DO PRIOR TO THE MEETING

The attached document contains many of the topics and references to codes commonly discussed during the pre-submittal meetings.

The City's web site also contains a wealth of information. Suggested links include the Development Services Department web site: FriscoTexas.gov/Departments/PlanningDevelopment and the City's GIS mapping information located at http://maps.friscotexas.gov.

Please contact Amy Mathews if you have any questions or need additional information.

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COMMON PRE-SUBMITTAL ISSUES & RESOURCES

☐ Applications for final plats are not accepted until all **DEVELOPMENT SERVICES** required public improvements have been installed ☐ Prior to the pre-submittal meeting, please verify in accordance with Construction Plans and the whether or not the zoning permits the proposed Preliminary Plat, where applicable, and approved by the City. Note if property is within 750 feet of the right-of-☐ Preliminary Site Plans (PSP) for nonresidential way of the Dallas North Tollway and 750 feet of the projects require a façade plan. In addition to the centerline of Preston Road are subject to additional façade plan, PSP and Site Plan applications must "overlay" standards as found the City's Zoning also include a sample board. The design must be Ordinance: compatible with the architectural style, colors and FriscoTexas.gov/Departments/PlanningDevelopment/pla materials of surrounding development, where nning/Pages/ZoningOrdinance.aspx applicable. ☐ For Planned Developments, please refer to the ☐ When a zoning change is required, the applicant requirements in the Form Based Codes Manual. must meet with adjacent Home Owner Association FriscoTexas.gov/departments/planningDevelopment/ (HOA) representatives prior to the case being planning/Pages/PlansandStudies.aspx advertised for the first Public Hearing. Development Services staff can provide the names \square For projects within the downtown, refer to the contact information of the HOA Downtown Architectural Design Standards. representatives. The applicant must also meet with FriscoTexas.gov/departments/planningDevelopment/ the HOA prior to submitting to the City. planning/Pages/DowntownDevelopmentStandards.as ☐ It is imperative that a definitive franchise utility easement plan be provided at the time of Site Plan ☐ The Development Application Handbook is available submittal to ensure there are no encroachments or on the City's web site and provides interference with city utilities, trees and other comprehensive list of items and information required landscaping. This will require the required to be depicted on all applications. developer to work with the franchise utility FriscoTexas.gov/Departments/PlanningDevelopment/ provider(s) in advance of the site plan submittal. planning/Pages/DevelopmentApplicationHandbook.as Staff will require that the applicant provide confirmation from the franchise utility provider that Key items in the handbook include: the plan meets their needs. ☐ Please note the City collects Thoroughfare, Water Fees and Wastewater Impact Fees for new development. Submittal deadlines Standard notes and language for plats & Information regarding the relevant ordinance can plans found be at: **Application forms** FriscoTexas.gov/Departments/PlanningDevelopment/ Checklists by project type Pages/ImpactFees.aspx. ☐ The goal is to place a submittal on the Planning & ☐ The landscape water use calculator is available at Zoning Commission's (P&Z) agenda the following link: approximately 30 days of receipt of a valid, FriscoTexas.gov/Departments/PlanningDevelopment/ complete, application. Zoning change requests Pages/Forms.aspx may require more time to be placed on a P&Z ☐ A water resource zone is required at the rate of 5% agenda. Incomplete applications and delays in of the parking surface for nonresidential resubmitting corrected plans and plats will

developments and 7% of the parking surface for

multifamily developments.

in a timely manner.

postpone items from being considered by the P&Z



FRISCO COMMON PRE-SUBMITTAL ISSUES & RESOURCES

	Tree islands must be a minimum of 500 square feet or an equal amount of structural soil is required under the pavement. Façade trees are required for retail centers and office buildings. Tree staking is not required but when used, metal		All easements dedicated to the City are a minimum of 15 feet wide. Additional width may be required depending on the depth of the public service line. Full panel concrete pavement replacement will be required if pavement is cut.
	"T" posts, wires and hoses are not permitted.	TR	AFFIC ENGINEERING
CIV	/IL ENGINEERING		All sites require two points of access, one of which must connect to a median opening.
	Development shall be served by two separate sources of water.		All driveways on minor and major thoroughfares must have a deceleration lane.
	Water and sanitary sewer lines must be extended to adjacent developments where applicable.		The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to its driveways.
	Detention is required for commercial development unless regional detention is provided.		Driveways must be spaced 260 feet apart on minor thoroughfares, 280 feet apart on major
	Roof drains and gutter downspouts shall discharge into the site storm drainage and detention system.		thoroughfares, and further apart on TxDOT roadways.
	Where a site storm drainage system is not available, roof drains and downspouts may discharge at grade provided that the discharge does not flow across walkways providing access to building entrances.		Near major intersections, driveways can be no closer than 75 feet upstream (or 200 feet downstream) from the ROW of the cross street. A driveway can be located within a right-turn lane at
	Please refer to the City's Engineering Standards regarding design standards, construction standard		an intersection within certain limitations.
	details, technical specifications, approved materials list, and general notes.		The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a
	<u>FriscoTexas.gov/Departments/Engineering/Pages/</u> <u>StandardsDetails.aspx</u>		shared driveway).
	Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial		Driveways shall provide the required on-site stacking (measured from the ROW line) before giving access to parking spaces or drive aisles.
	developments. Manholes are required for laterals 6 inches or larger connecting to the main line.		The developer of a site is responsible for dedicating right-of-way for adjacent roadways. The developer
	Stormwater discharges from proposed developments shall not cause adverse impacts to adjacent or downstream properties. In order to determine impacts, a Downstream Assessment may be required. To determine if an assessment is required, reference Section 4.03 Downstream Requirements of the Engineering Standards.		is also responsible for constructing half of a planned thoroughfare adjacent to the site. In some cases, funds can be escrowed in lieu of construction. Construction costs of minor and major thoroughfares on the City's Thoroughfare Plan are generally eligible to be credited against Roadway Impact Fees.
	Dumpster enclosures that require a dumpster drain shall have a water-tight cover plumbed to grease trap on the sanitary sewer system. The enclosure must prevent parking lot runoff.		Day care facilities require a Queuing and Traffic Circulation Study as part of the SUP application (it will become part of the permit). The study shall be submitted at time of the SUP application. It needs to be reviewed and approved by Traffic Engineering

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before the case is scheduled for the Planning & ☐ Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no Zoning Commission Public Hearing. The study shall: 500 feet for residential greater than describe the operations of the facility (such as development. hours, peak drop-off and pick-up times, if parents are required to walk in to drop off and ☐ The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction pick up, etc.). of the building. depict where the customers will come from and ☐ Automatic fire sprinkler system will be required which driveway(s) will be used. for the proposed buildings if the square footage depict how traffic will circulate through the site exceeds 5,000 square feet on each lot or the in a way that will prevent any queues or occupant load within the assembly occupancy gridlock that would back up onto the adjacent exceeds 100 people. street(s). ☐ Fire department connection for the fire sprinkler include a statement that the owner & manager system must be located within 100 feet of a fire of the facility agree to operate the facility as set hydrant and 50 feet of a fire lane. forth in the approved study. ☐ A 10 feet unobstructed width must be provided ☐ Day care facilities and schools require a stacking around a building for adequate fire department lane that is outside of a fire lane. access. ☐ Refer to Section 2 of the Engineering Standards for detailed requirements: **ENVIRONMENTAL SERVICES** FriscoTexas.gov/Departments/engineering/Pages/St ☐ Commercial properties greater than 2,000 sq. ft. are andardsDetails.aspx required to comply with Ordinance #01-02-14 Chapter 74, Sections 19 -20 regarding on-site FIRE DEPARTMENT commercial and multi-family recycling. ☐ As referenced in the Codes section, the Frisco Fire library.municode.com/HTML/13745/level2/ Department has adopted the 2012 Edition of the PTIICOOR CH74SOWA.html International Fire Code with local amendments, ☐ The location of refuse, recycling and compactor effective February 1, 2014. The receptacles shall be identified on the site plan. amendments can be located at: Dimensions/measurements shall be provided in FriscoTexas.gov/Departments/Fire/FireMarshal/ accordance with the following criteria: <u>Pages/InternationalFi</u>reCode.aspx FriscoTexas.gov/Departments/PlanningDevelopment/ In the Municode Library, select Chapter 38; Article BuildingInspections/Documents/Dumpster Enclosure IV: Fire Code and Technical Regulations from the Requirements Feb2010.pdf left-side menu to see the Fire Code. \sqcap A sufficient number and size of ☐ The City of Frisco is an ISO Class 1 regarding enclosures/compactors shall be provided to meet property insurance classification. the demands of the property. ☐ Fire lanes must be provided within 150 feet of all ☐ Refuse and recycling receptacles shall be screened exterior walls of any building. with a six to eight foot masonry wall. Compactors

shall be screened with an eight foot masonry wall.

All enclosures shall be of a color consistent with the

provided, shall impede or encroach into a fire lane,

☐ No portion of the enclosure or enclosure gate, if

access easement, utility easement or drive aisle.

primary building.

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minimum of 20 feet.

and intersections.

☐ The fire lane shall be a minimum of 24 feet wide.

☐ Dead end fire lanes are not permitted.

☐ The inside turning radius of the fire lane shall be a

☐ Fire hydrants must be provided at the entrances

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	Enclosures must be located on the site that allow for the efficient circulation of the service trucks within single and multi-parcel commercial developments and shall not obstruct visibility at any intersection.
	The service opening of an enclosure shall not directly face any public right-of-way or residentially zoned property.
	In multifamily developments, refuse and recycling receptacles shall be located a minimum of 50 feet from any apartment building and a minimum of 100 feet from an adjacent residential district. Compactors shall be located minimum of 50 feet from any apartment building and a minimum of 150 feet from an adjacent residential district.
<u>PA</u>	<u>RKS</u>
	All residential development is subject to dedication of public parkland or the payment of a fee in lieu of dedication. The fee is \$1,561.00 per single family lot or multifamily unit. The final decision whether to accept dedication, payment of the fee or a combination will be made by the Parks & Recreation Board upon recommendation by staff.
	Depending upon the location, residential and commercial development may be subject to the granting of an easement or the construction of a Hike and Bike Trail. Please contact the Parks Department.

BUILDING INSPECTION

☐ The City's Sign Ordinance can be found in Chapter 70 in the following link:

| library.municode.com/HTML/13745/level2/PT | IICOOR CH70SI.html

CODES AND RELATED ORDINANCES:

- 2012 International Fire Code with local amendments
- 2012 International Energy Conservation Code (IECC) with local amendments
- 2012 International Fuel Gas Code (IFGC) with local amendments
- 2012 International Plumbing Code (IPC) with local amendments
- 2011 National Electrical Code (NEC) with local amendments
- 2012 International Mechanical Code (IMC) with local amendments
- 2012 International Property Maintenance Code (IPMC) with local amendments
- 2012 International Residential Code (IRC) with local amendments
- 2012 International Building Code (IBC) with local amendments
- 2011 ACI Manual of Concrete Practice, ACI318

 Commercial Green Building Program, Ord. 0610-110